

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

POSTING NUMBER: HR- 0026

ISSUE DATE: April 7, 2016

TITLE: Rooming and Boarding Home Compliance Officer

CLOSING DATE: April 21, 2016

DIVISION/UNIT: Codes and Standards / Bureau of Rooming and Boarding House Standards

LOCATION: Statewide

SALARY RANGE: P23 \$56,408.42-\$80,018.75

POSITION(S): 1

DISTRIBUTION: Department

DESCRIPTION OF MAJOR DUTIES:

In the Bureau of Rooming and Boarding House Standards, in accordance with the Rooming and Boarding House Act of 1979, Health Care Facilities Planning Act, the Act Concerning Emergency Shelters for the Homeless and all corresponding regulations the Rooming and Boarding Home Compliance Officer will take the lead over field staff conducting complaint investigations, jurisdiction investigations, facility closing and relocation actions. Individual will conduct spot checks to ensure compliance with the statute and regulations; record keeping; negotiate field settlements; review files; conduct enforcement re-evaluations; contact other agencies to facilitate joint enforcement actions; provide expert testimony at Office of Administrative Law; may perform other related duties as required.

REQUIREMENTS

EDUCATION:

Graduation from an accredited college with a Bachelor's degree

EXPERIENCE:

Two (2) years of technical experience in construction estimating or in construction code or housing code enforcement.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis.

LICENSE:

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:

Office of Human Resources
New Jersey Department of Community Affairs
HR# 0026
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.nj.gov

Interviews will be granted on the basis of the resume.

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer